



Network Infrastructure Directorate

Road Permit System

User Manual

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1 System Overview

The new Road Permit System has been designed to be accessed through a web browser. To access the system open your web browser and go to the following address: <https://www.roadpermits.gov.mt>. The following login screen will appear:

The screenshot shows the login interface of the Road Permit System. At the top left is the Transport Malta logo (tm). To its right is the title "Road Permit System". Below the title is a horizontal orange bar. On the left side of the page is a navigation menu with three main categories: "Maintenance", "Trenching Permits", and "Inspections", each with several sub-options. On the right side is a login form with fields for "User Name" and "Password", and a "Login" button.

- ▼ Maintenance
 - ▷ User Profile
 - ▷ Contractors
 - ▷ Stakeholders
 - ▷ Insurance Agencies
 - ▷ Standard Conditions
 - ▷ Works Definitions
 - ▷ Roads Inspectors
- ▼ Trenching Permits
 - ▷ Create Permit
 - ▷ New Permits
 - ▷ Permits Pending Feedback
 - ▷ All Permits Pending Feedback
 - ▷ Permits Pending Feedback Review
 - ▷ Permits Issued but Not Valid
 - ▷ Permits Licenses
 - ▷ Permits Created
 - ▷ Permit Reports
- ▼ Inspections
 - ▷ Inspections Pending
 - ▷ Inspections Completed

User Name:
Password:

If you are logging in for the first time you must use the default password (123456). However the system will immediately ask you to change your password to something more secure. Change your password to anything 6 characters or longer that is not the default password.

The menu on the left side of the screen shows that the system is split into three main areas:

- Maintenance
- Trenching Permits
- Inspections

The maintenance section can only be accessed by the system administrator and is used to maintain all the data needed by the system such as contractors, stakeholders and insurance agencies.

The trenching permits section is used to create and view trenching permits. This section also allows entities to provide feedback for trenching permits as well as print permits that have been issued.

Finally the inspections section is used to update information about the inspections of a permit. Here the inspections users can assign the next inspection date, fill in works in progress forms and compliance reports.

2 Maintenance Section

This section is used to edit information used by the system. All pages within this section are only accessible to the administrator of the system with the exception of the **User Profile** screen.

2.1 User Profile

This screen is accessible to any user that has access to the system since it is used to edit information about the user that is logged in:

Road Permit System

Signed In As: Mark.Aabela

Sign Out

Maintenance

- ▶ User Profile
- ▶ Contractors
- ▶ Stakeholders
- ▶ Insurance Agencies
- ▶ Standard Conditions
- ▶ Works Definitions
- ▶ Roads Inspectors

Trenching Permits

- ▶ Create Permit
- ▶ New Permits
- ▶ Permits Pending Feedback
- ▶ All Permits Pending Feedback
- ▶ Permits Pending Feedback Review
- ▶ Permits Issued but Not Valid
- ▶ Permits Licenses
- ▶ Permits Created
- ▶ Permit Reports

Inspections

- ▶ Inspections Pending
- ▶ Inspections Completed

User Profile for: Mark.Aabela

Full Name: Mark Abela

Email: myemail@email.com

Change Password:

Save

From this screen you may change your full name as you want it to be displayed along with your email address. If you require you may also change your password by ticking the Change Password check box:

Road Permit System

Signed In As: Mark.Aabela

Sign Out

Maintenance

- ▶ User Profile
- ▶ Contractors
- ▶ Stakeholders
- ▶ Insurance Agencies
- ▶ Standard Conditions
- ▶ Works Definitions
- ▶ Roads Inspectors

Trenching Permits

- ▶ Create Permit
- ▶ New Permits
- ▶ Permits Pending Feedback
- ▶ All Permits Pending Feedback
- ▶ Permits Pending Feedback Review
- ▶ Permits Issued but Not Valid
- ▶ Permits Licenses
- ▶ Permits Created
- ▶ Permit Reports

Inspections

- ▶ Inspections Pending
- ▶ Inspections Completed

User Profile for: Mark.Aabela

Full Name: Mark Abela

Email: myemail@email.com

Change Password:

New Password: *****

Confirm Password: *****

Save

You may change your password to anything as long as it is 6 characters or longer and is not the default password which is 123456. Clicking the save button will save any information you have edited.

2.2 Contractors

This menu item will open a list of all the contractors in the system along with some of the details of each contractor in a table:

Road Permit System

Signed In As: emdadmin [Sign Out](#)

Contractor	Address	Street	Locality	Post Code	Country	Telephone	Fax	Email	Active	Commands
C&R CONTRACTORS LTD	SILVER SPRINGS CRT FLAT 3 TRIQ	TRIQ NIKOLINA CARUANA	SIGGIEWI	0	0	21463315	0	annjas@onvol.net	<input checked="" type="checkbox"/>	Edit Delete
CHARLES BONNICKI	36, CHARTESS	TRIQ IS-SINISKALK	ZEJTUN	-	MALTA	21800804	99474903 grg@onvol.net		<input checked="" type="checkbox"/>	Edit Delete
CROSS ROADS CORPORATION	PUMPING STATION	WIED IL-KBIR	QORMI	-	MALTA	21228140	99407722 crossroadco-op@hotmail.com		<input checked="" type="checkbox"/>	Edit Delete
CENTRAL ASPHALT -		TRIQ TAL-LABOUR	NAXXAR	NXR9027	MALTA	21437067	21412061	info@centralasphaltltd.com	<input checked="" type="checkbox"/>	Edit Delete
RENNEL CO. LTD.	57 ARZELLA	TRIQ TAL-KLERKU FGURA	ZEBBUG	0	MALTA	21660674	21660674	renell2007@live.co.uk	<input checked="" type="checkbox"/>	Edit Delete
ALFRED ATTARD	15 STARLIGHT	TRIQ VINCENZO ADRARIO	ZEBBUG	-	MALTA	21466324	21467946	alfred_attard@hotmail.com	<input checked="" type="checkbox"/>	Edit Delete
ALFRED SCHEMBRI & SONS LTD	TAR-RANZIJA INDUSTRIAL ESTATE	TRIQ HAL FAR	BIRZEBBUGA BBG06	MALTA	21658157	21659493	sas.ltd@global.net.mt		<input checked="" type="checkbox"/>	Edit Delete
ANTHONY AQUILINA	41A	TRIQ IL-MADLIENA	SWIEQI	-	MALTA	21370292	21378764	tal@onvol.net	<input checked="" type="checkbox"/>	Edit Delete
ANTHONY VELLA	ANTPAUL	VJAL IL-WIEHED U GHOKXRIN TA' SETTEMBRU'	NAXXAR	-	MALTA	21412485	0	XXX@XXX.XXX	<input checked="" type="checkbox"/>	Edit Delete
ASFALTAR LTD	-	TRIQ HAL FAR	BIRZEBBUGA -	MALTA	21650995	21654900	asfaltar@melita.net.mt		<input checked="" type="checkbox"/>	Edit Delete

12345678 [New](#)

The administrator may delete a contractor by clicking the **Delete** button in the row of a contractor. Note that this is only possible if the contractor is not in use in any permits in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of a contractor:

Road Permit System

Signed In As: Mark.Aabela [Sign Out](#)

Contractor: Polidano Bros	Address/Street: Polidano	ARPA
Locality/PostCode/Country: RABAT	RBT0234	Malta
Telephone/Mobile: 21 [REDACTED]	21 [REDACTED]	
Email: [REDACTED]		
Active: <input checked="" type="checkbox"/>	Save	
Not Valid For Works: <input type="checkbox"/>		

Applicants	Applicant Name	Applicant ID No	Applicant Phone	Applicant Mobile	Applicant Email	Commands
Joe Borg	33377m	[REDACTED]	[REDACTED]	[REDACTED]	joe@[REDACTED].com.mt	Edit Delete
						Insert Cancel

The above screenshot shows the details of a contractor. If the **Active** checkbox is not ticked that means this contractor will not appear in the list of contractors which may be assigned to a permit. This allows the administrator to blacklist a contractor if it is required.

The **Not Valid For Works** checkbox is used to indicate that if a permit is issued with this contractor then it will not be valid for works. Therefore a permit may be created with this contractor but when the permit is issued, works cannot start until the NID assign a contractor that is valid for works.

Each contractor also has a list of Applicant, Insurance Policies and Bank Guarantees. These can be viewed by selecting the required list from the drop down list as follows:

Insurance Policies:

The screenshot shows the 'Road Permit System' interface. On the left, there's a sidebar with the Transport Malta logo and a sign-in message: 'Signed In As: Mark.Abele'. The main area displays a form for a contractor named 'Polidano Bros'. The form includes fields for Address/Street ('Polidano'), Locality/PostCode/Country ('RABAT'), ARPA ('ARPA'), Telephone/Mobile, Email, Active status (which is checked), and Not Valid For Works (which is unchecked). Below this is a table titled 'Insurance Policies' with one row: Policy Number 345, Insurance Agency 'A O N Malta', Start Date '11 May 2010', End Date '01 February 2013', and buttons for Edit, Delete, Insert, and Cancel.

Bank Guarantees:

This screenshot shows the same 'Road Permit System' interface. The sidebar and contractor details are identical to the previous screenshot. Below the contractor details is a table titled 'Bank Guarantees' with one row: BOV, File No '12345BV', Guarantee Number '2345657TF56', Guarantee Amount (partially obscured), Guarantee Expiry '09 February 2012', Agreement Date '09 February 2011', and buttons for Edit, Delete, Insert, and Cancel.

Note that for a permit to have a contractor assigned to it, the contractor must have both a valid insurance policy and a valid bank guarantee.

2.3 Stakeholders

This menu opens up the list of all the stakeholders in the system. Stakeholders can be Utilities, Local Councils, Architects or Entities:

Type	Stakeholder Name	Address	Street	Locality	Post Code	Country	Telephone	Fax	Email	Always Required	Commands
Utility	RID	TRANSPORT MALTA	TRIQ G.F. AGIUS DE SOLDANIS	SANTA VENERA	SVR1910	Malta			tommy.debono@transport.gov.mt	<input checked="" type="checkbox"/>	Edit
Utility	EMD	Vault 13-15	TRIQ IL- VIITMI PURJANIZI TAL- GWERRA	FLORIANA	FRN1913	Malta	22030000		info@emd.com.mt	<input type="checkbox"/>	Edit
Utility	Enemalta Corporation	MOLL TAL-	IL-MOLL TAL-KNISJA	MARSA	-	MALTA	0	0	carmelo.gatt@enemalta.com.mt	<input checked="" type="checkbox"/>	Edit
Utility	WSC	TRIQ	TRIQ HAL QORMI LUQA		-	MALTA	0	0	ivan.mifsud@wsc.com.mt	<input checked="" type="checkbox"/>	Edit
Utility	TRAFFIC MANAGEMENT UNIT	TRANSPORT MALTA	TRIQ G.F. AGIUS DE SOLDANIS	SANTA VENERA	-	MALTA	0	0	domenic.vella@transport.gov.mt	<input checked="" type="checkbox"/>	Edit
Local Council	ZURRIEQ LOCAL COUNCIL	CENTRU TAL-KOMUNITA TRIQ	TRIQ PIETRU PAWL SAYDON	ZURRIEQ	ZRQ1030	MALTA	21689111	0	zurrieq@lc.gov.mt	<input type="checkbox"/>	Edit
Local Council	SWIEQI LOCAL COUNCIL	SILVER DAWN TRIQ	TRIQ SANT'ANDRIJA	SWIEQI	SWQ3030	MALTA	21373939	21374555	swieqi@lc.gov.mt	<input type="checkbox"/>	Edit
Local Council	B'KARA LOCAL COUNCIL	B'KARA CIVIL SQAO TUMAS CENTRE TRIQ FENECH	BIRKIRKARA BKR2527	MALTA	21442626	21442644	birkara@lc.gov.mt			<input type="checkbox"/>	Edit
Utility	GO Plc	TELGHATA'	TELGHET SPENCER	MARSA	-	MALTA	0	0	john.dougal@gocom.mt	<input checked="" type="checkbox"/>	Edit
Private	PRIVATE	0	--	-	0	0	0	0	xxx@xxx.com	<input type="checkbox"/>	Edit

The administrator may delete a stakeholder by clicking the **Delete** button in the row of a stakeholder. Note that this is only possible if the stakeholder is not in use in any permits in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of a stakeholder:

Login Name	Full Name	Email Address	Default Project Owner	Commands
administrator	Thomas Debono	tommy.debono@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
borgk042	Kylie Borg Marks	kylie.borg.marks@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
cardm016	Mark Cardona	mark.cardona@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
debot003	Thomas Debono	thomas.debono@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
vassd003	David Vassallo	daivd.vassallo@transport.gov.mt	RID	Edit Delete User Roles... Reset Password

The checkbox **Always Required** is used to indicate that the stakeholder is always required to provide feedback for a permit. Therefore any stakeholders with this box ticked will always be added to the list of stakeholders that need to provide feedback for trenching permits and there will be no need to add these stakeholders manually to each permit.

A stakeholder may be of the type: Utility, Council User and Private. Only one stakeholder of the type Private needs to be added and this stakeholder may be used in a permit when a private individual

is applying for a trenching permit. The individual's actual details can be added in the create permit screen.

Also each stakeholder has a number of Application Users. Note that these are the actual users of the system. Therefore to add a user to the system, the administrator must add a user to a stakeholder and then assign the relevant permissions to this user. The password of each Application User may be reset by clicking the **Reset Password** button.

The administrator can assign the roles a user has by clicking the **User Roles...** button which will open the following form:

The screenshot shows the Transport Malta Road Permit System interface. At the top left is the Transport Malta logo. The main title "Road Permit System" is centered at the top. Below it, the user is signed in as "emdadmin". On the right, there is a "Sign Out" link. The left sidebar contains a navigation menu with categories like Maintenance, Trenching Permits, and Inspections, each with several sub-options. The right side features a modal window titled "User Roles for: administrator". This window lists six user roles: Administrator, NID User, TPCreator, Compliance User, Inspections User, and Entity User. Each role has an "Edit" and "Delete" button. Below this list is another row with "Administrator" and "Insert" buttons. At the bottom of the modal is a "Back" button.

The system makes use of the following roles:

- Administrator
- NID User
- TPCreator
- Entity User
- Council User
- Inspections User
- Compliance User

The roles that a user has will determine which menus will be able to be accessed by the user. It is important that the administrator does not remove the role **Administrator** from his own **User Roles**.

2.4 Insurance Agencies

This menu opens the list of Insurance Agencies in the system:



Road Permit System

Signed In As: emdadmin [Sign Out](#)

Maintenance	Agency Name	Address	Street	Locality	Post Code	Country	Telephone	Fax	Email	Commands
↳ Maintenance	MIDDLE SEA INSURANCE	MIDDLE SEA HSE	TRIQ IL- FOSOS	FLORIANA VLT10	MALTA	21246262	21248195		middlesea@middlesea.com	Edit Delete
↳ Contractors	ALLCARE INSURANCE AGENCY LTD	-	TRIQ L- UNIVERSITA'	MSIDA	MSD04	MALTA	21334600	21347947	info@allcare.com.mt	Edit Delete
↳ Stakeholders	ELMO INSURANCE AGENCY LTD	TRIQ	TRIQ L- ABATE RIGORD	TA' XBIEX 0	0	MALTA	21345020	21345029	chrис.cuschieri@elmogroup.com	Edit Delete
↳ Insurance Agencies	GASAN MAMO INSURANCE	-	TRIQ L- IMSIDA	GZIRA	GZR03	MALTA	21345123	21345377	cdelicata@gasanmamo.com	Edit Delete
↳ Standard Conditions	CITADEL INSURANCE	36 CASA BORG	TRIQ IS- SUQ	FLORIANA VLT15	MALTA	21246152	21241301		info@citadelplc.com	Edit Delete
↳ Works Definitions	ISLAND INSURANCE BROKERS LTD	44/2	TRIQ NOFS IN- NHAR	VALLETTA VLT11	MALTA	21224225	21224226		info@islandins.com	Edit Delete
↳ Roads Inspectors	ATLAS INSURANCE AGENCY	47/50	IX-XATT TA' XBIEX	TA' XBIEX MSD11	MALTA	21344464	21344666		alison.said@atlas.com.mt	Edit Delete
↳ Trenching Permits	NOT APPLICABLE	-	-	-	-	-	-	-	xxx@xxx.xxxx	Edit Delete
↳ Create Permit	INTERNATIONAL INSURANCE BROKERS LTD	12/9 VINCENTI BUILDINGS	TRIQ ID- DEJQA	VALLETTA VLT09	MALTA	21248062	21247402		hayesmb@onvol.net	Edit Delete
↳ New Permits	MELITA INSURANCE AGENCY LTD	56 TRANSONTINENTAL HOUSE FLOOR 3	TRIQ ZEKKA	VALLETTA VLT04	MALTA	21247261	21345029		melitains@nextgen.net.mt	Edit Delete
↳ Permits Pending Feedback										
↳ All Permits Pending Feedback										
↳ Permits With Feedback Ready										
↳ Permits Licenses										
↳ Permits Created										
↳ Permit Reports										
↳ Inspections										
↳ Inspections Pending										
↳ Inspections Completed										

[1](#) [2](#) [New](#)

The administrator may delete an Insurance Agency by clicking the **Delete** button in the row of an Insurance Agency. Note that this is only possible if the Insurance Agency is not in use in any of the insurance policies of the stakeholders in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of an Insurance Agency:



Road Permit System

Signed In As: emdadmin [Sign Out](#)

Maintenance	Agency: <input type="text" value="MIDDLE SEA INSURANCE"/>
Address/Street:	<input type="text" value="MIDDLE SEA HSE"/> <input type="button" value="FOSOS"/>
Locality/PostCode/Country:	<input type="text" value="FLORIANA"/> <input type="button" value="VLT10"/> <input type="button" value="MALTA"/>
Telephone/Fax:	<input type="text" value="21246262"/> <input type="text" value="21248195"/>
Email:	<input type="text" value="middlesea@middlesea.com"/> <input type="button" value="Save"/>

The **Save** button will save any updated information of the Insurance Agency.

2.5 Standard Conditions

This menu opens the list of Standard Conditions in the system:

Condition Header	Standard Condition	Is Memorandum	Commands
Legal Notice 29/2010 PART VI ROAD WORKS	<p>25. (1) Without prejudice to the obligation relating to road works under any other regulations in force, no works shall be executed in, or excavations made under a public road without a permit from the Authority as described hereinafter. (2) The application for a permit shall be made to the Authority by the person commissioning the works on the prescribed form and shall be accompanied by any information and documents required by the Authority, and by the appropriate fees as prescribed in the First Schedule to these regulations. (3) The permit shall be valid for the period indicated in it and all work shall be fully completed within the completion period specified in the permit. (4) The Authority may renew any permit the validity of which has expired upon the submission by the holder thereof of an application for renewal. (5) Road works may only be executed by a contractor and Local Council, utility services providers, communications service providers and contractors involved shall at all stages follow the Code of Practice. 28. (3) Where a contractor executes works in contravention of any condition attached to the permit or in contravention to any other direction which the Authority may give, the Authority, if it considers it desirable to do so, may revoke or suspend the permit as the case may be, and the contractor shall be liable to an administrative fine of €50 for each contravention, which fine shall be withdrawn from the bank guarantee: Provided that where the breach is in contravention of any of the traffic management conditions, the administrative fine shall be in accordance with any of those provided in the Second Schedule hereto. 31. (1) The Authority shall, prior to the granting of a permit for road works, approve a suitable and safe traffic management plan prepared by the project owner and, or the applicant in respect of those works and insures teh putting into effect and maintenance of the said plan, plan shall include but not limited to lighted barricades, warning lights, or warnings devices, and signage as needed in order to prevent damage or injury to persons, vehicles and property and to minimize the inconvenience and danger to the public by the said road works. 32. A contractor executing road works shall compensate third parties in respect of any damages or loss suffered by third parties as a result of the execution of those road works:</p>	<input checked="" type="checkbox"/>	Edit Delete

The administrator may delete a Standard Condition by clicking the **Delete** button in the row of a Standard Condition. Note that this is only possible if the Standard Condition is not in use in any of permits in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of a Standard Condition:

The **Is Memorandum** checkbox is used to indicate that the condition will be added to every permit that is issued. This means that when the permit is issued the condition will be automatically attached to the permit.

2.6 Works Definitions

This menu opens up the list of Works Conditions in the system:

The screenshot shows the Transport Malta Road Permit System interface. At the top left is the TM logo and 'Transport Malta'. The top right has a 'Sign Out' link. The main menu on the left includes 'Maintenance' (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions), 'Trenching Permits' (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits With Feedback Ready, Permits Licenses, Permits Created, Permit Reports), 'Inspections' (Inspections Pending, Inspections Completed), and a separator line. The 'Works Definitions' item under 'Maintenance' is highlighted with a red box. The main content area is titled 'Road Permit System' and contains a table for 'Works Definition' with columns for 'Commands' (Edit, Delete) and rows for 'DRAINAGE HOUSE CONNECTION', 'WATER MAIN', 'ENEMALTA CABLES', 'IRRIGATION PIPES', and 'GO CABLES'. Below the table is a numeric input field with '12345' and buttons for 'Insert' and 'Cancel'. A footer at the bottom of the page shows the TM logo, 'Transport Malta', 'Signed In As: emdadmin', and 'Sign Out'.

Each Work Condition may be added, edited or deleted from this screen as required by the administrator.

2.7 Roads Inspectors

This menu opens up the list of all the Roads Inspectors in the system:

The screenshot shows the Transport Malta Road Permit System interface. At the top left is the TM logo and 'Transport Malta'. The top right has a 'Sign Out' link. The main menu on the left includes 'Maintenance' (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions), 'Trenching Permits' (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits With Feedback Ready, Permits Licenses, Permits Created, Permit Reports), 'Inspections' (Inspections Pending, Inspections Completed), and a separator line. The 'Roads Inspectors' item under 'Maintenance' is highlighted with a red box. The main content area is titled 'Road Permit System' and contains a table for 'Inspector Name' with columns for 'Inspector Email' and 'Commands' (Edit, Delete) and rows for 'PAUL CHETCUTI'. Below the table is a numeric input field with '12345' and buttons for 'Insert' and 'Cancel'. A footer at the bottom of the page shows the TM logo, 'Transport Malta', 'Signed In As: emdadmin', and 'Sign Out'.

Each Roads Inspector may be added, edited or deleted from this screen as required.

3 Trenching Permits Section

3.1 Create Permit

This menu is only accessible by users with the **TPCreator** role assigned to them. It opens up the screen that is used to create a Trenching Permit application:

As is shown in the screenshot above the form is disabled until a contractor is selected from the list of active contractors in the system. Once a contractor is selected and the contractor has a valid insurance policy and bank guarantee, the contractor's insurance details are shown and the form is enabled. To add a work detail to the permit application, click the **Insert New Work Detail** button. This will show the fields required to add a work detail:

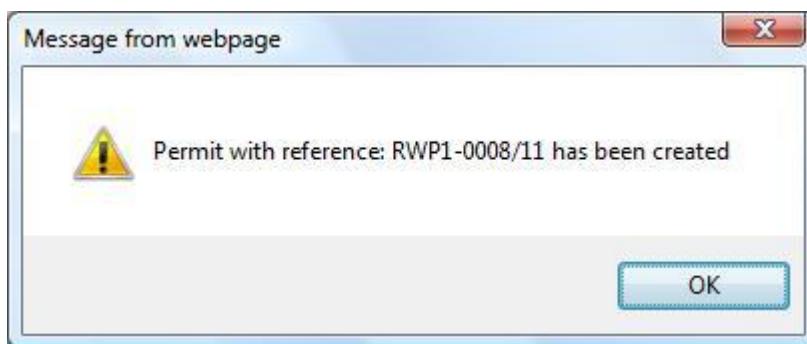
Choose the correct locality and street of the works and fill in the details about the trench and click the **Insert** button. This will add the work details to the permit application:

The screenshot shows the 'Road Permit System' application interface. On the left, there's a sidebar with a 'tm' logo and 'Transport Malta' text, followed by a 'Signed In As: Mark.Abele' message and a 'Sign Out' link. The main area has a title 'Road Permit System'. Below it, there's a 'Contractor Details' section with fields for Project Owner, Contractor, and Applicant, along with dropdown menus for Insurance Details and Policy No. (345). To the right, the 'Permit Date' is listed as '09 February 2011'. Under 'Work Details', there's a table with columns for Locality (ATTARD), Street (A. CARUANA GATTO), Length (20), Width (2.5), Depth (2.5), Remarks, House Details, and Commands. An 'Insert New Work Detail' button is at the top of this section. Below this, there's a 'MEPA Permit' field containing '12378421256', a 'Road Diagram' field with a browse button, and fields for Requested Start Date ('25 February 2011'), Request Duration ('15'), and End Date ('18 March 2011'). The 'Works Definition' section shows 'WATER MAIN' selected in a dropdown with edit and delete buttons. A 'Road Remarks' text area is present. At the bottom, there's a 'Save' button.

You may add more work details to the permit by repeating the process above. Fill in the rest of the application by adding Road Remarks, the Start Date and Duration as shown in the screenshot above.

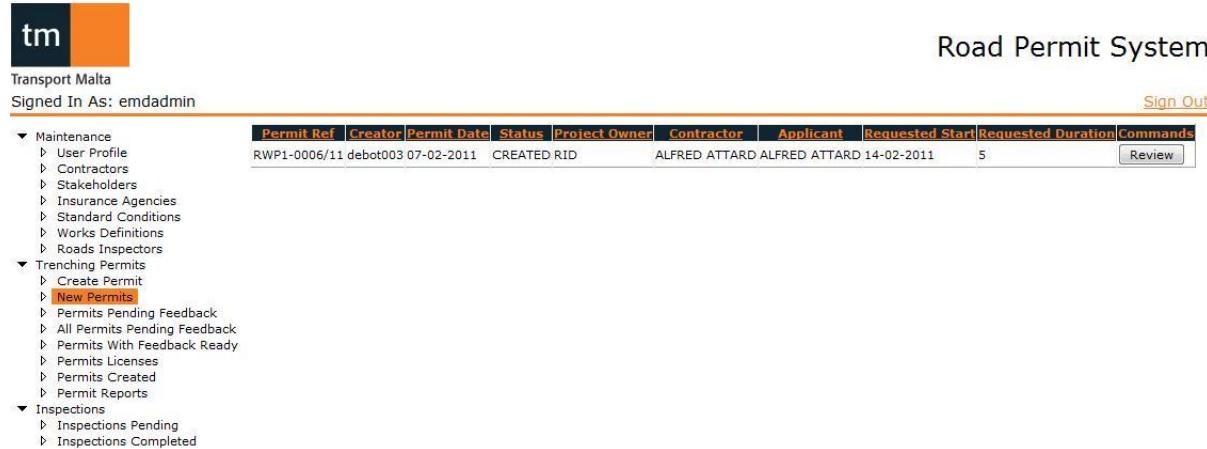
Works Definitions may be added to the application by selecting the works definition from the drop down list and clicking the **Insert** button next to it. Works Definitions already added may be removed from the list using the **Delete** button or simply changed to other works definitions using the **Edit** button.

Also do not forget to add a Road Diagram to the application by clicking the **Browse** button and selecting the diagram from your computer. When you have filled in all the details, click the **Save** button to send in the Trenching Permit application. The system will display the permit reference that has been assigned to your permit:



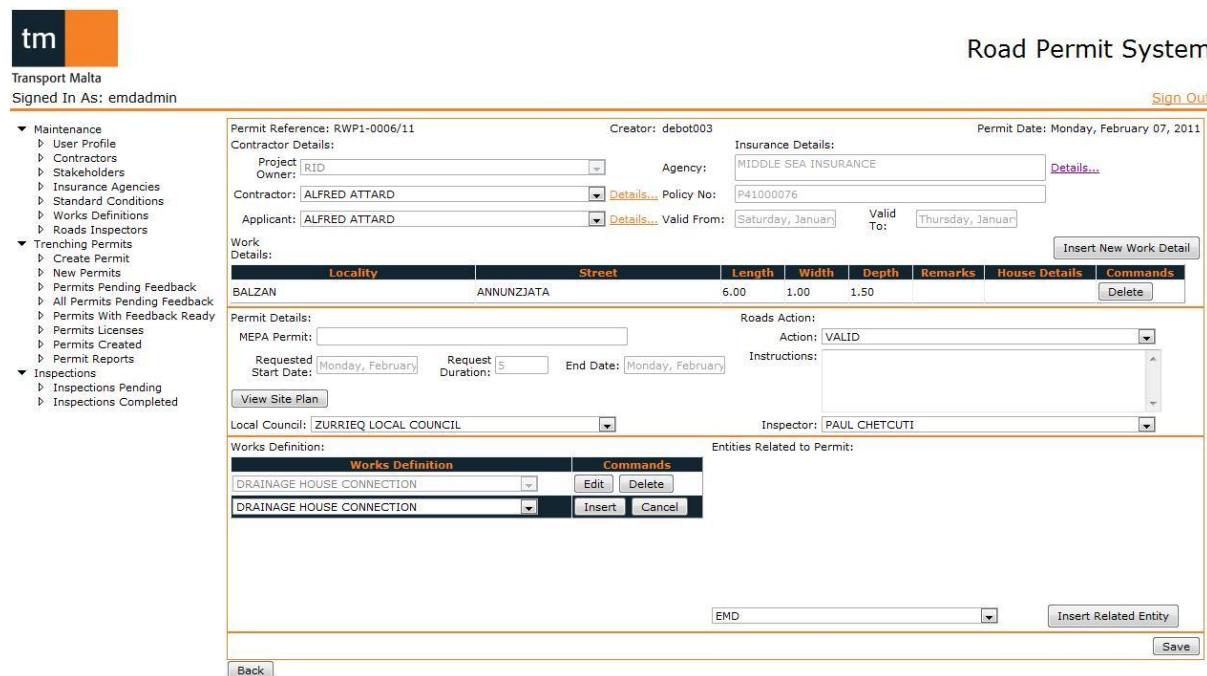
3.2 New Permits

This menu may only be accessed by users with the **NID User** role. It is used by these users to view any permits in the system which have been created and need to be reviewed:



The screenshot shows the Transport Malta Road Permit System interface. The top navigation bar includes the Transport Malta logo, user sign-in information ('Signed In As: emdadmin'), and a 'Sign Out' button. The main menu on the left has sections like Maintenance, Trenching Permits, and Inspections, with 'New Permits' highlighted. The central area displays a table of permits with columns for Permit Ref, Creator, Permit Date, Status, Project Owner, Contractor, Applicant, Requested Start, Requested Duration, and Commands. One row is selected, showing details for a permit created by 'debot003' on 07-02-2011.

To review a permit, click on the **Review** button. This will open up the Permit Review screen:



The screenshot shows the 'Permit Review' screen for the same permit. The top part shows basic permit details: Reference RWP1-0006/11, Creator debot003, and Permit Date Monday, February 07, 2011. Below this are sections for Contractor Details (Project RID, Agency MIDDLE SEA INSURANCE), Work Details (Locality BALZAN, Street ANNUNZJATA, dimensions 6.00x1.00x1.50), Roads Action (MEPA Permit, Request Duration 5 days, End Date Monday, February), and Local Council (ZURRIEQ LOCAL COUNCIL). The bottom section shows Works Definition (DRAINAGE HOUSE CONNECTION) and Entities Related to Permit (Inspector PAUL CHETCUTI). Buttons for Save, Insert Related Entity, and Back are at the bottom right.

From this screen the NID User may view and modify the details of the permit. To check the road image sent in by the applicant, click the **View Site Plan** button. This screen is also used to add entities to the permit so that they may provide feedback. If the details of the permit are acceptable select VALID from the Action drop down list. If NOT VALID is selected the permit will be invalidated once you click the **Save** button.

First it is important to select a Local Council to be associated with this permit from the drop down list **Local Council**. Then other entities may be added to the permit by selecting the entity from the drop down list under **Entities Related to Permit** and clicking the **Insert Related Entity** button:

The screenshot shows a detailed view of the Road Permit System interface. On the left, a sidebar menu lists various permit categories like Maintenance, Contractors, Stakeholders, etc. The main area is filled with input fields and dropdown menus for creating a new permit. Key fields include 'Permit Reference' (RWP1-0006/11), 'Creator' (debit003), 'Permit Date' (Monday, February 07, 2011), 'Contractor Details' (Project Owner: RID, Agency: MIDDLE SEA INSURANCE, Policy No: P41000076), 'Applicant' (ALFRED ATTARD), 'Valid From' (Saturday, January), 'Locality' (BALZAN), 'Street' (ANNUNZJATA), 'Length' (6.00), 'Width' (1.00), 'Depth' (1.50), 'MEPA Permit' (MEPA Permit), 'Roads Action' (Action: VALID), 'Request Start Date' (Monday, February), 'Request Duration' (5), 'End Date' (Monday, February), 'Instructions', 'Local Council' (BALZAN LOCAL COUNCIL), 'Inspector' (PAUL CHETCUTI), 'Works Definition' (DRAINAGE HOUSE CONNECTION), and 'Entities Related to Permit' (Perit Anotinette Conti, LIJA LOCAL COUNCIL). Buttons for 'Insert New Work Detail', 'View Site Plan', 'Save', and 'Insert Related Entity' are also visible.

Once all the relevant entities have been added click the **Save** button to save the permit application. Once this button is clicked the system will notify all entities that you added to the permit that they must provide their feedback within 10 days of the date that you reviewed the permit.

3.3 Permits Pending Feedback

This menu is used to view the permits for which your entity needs to provide feedback. It is accessible to users with the **Entity User** role. Therefore if you are an Application User of a stakeholder that needs to provide feedback for a permit, that permit will show in this screen:

The screenshot shows a table of permits pending feedback. The columns are: Permit Ref, Creator, Permit Date, Status, Project Owner, Contractor, Applicant, Feedback Given, Feedback Deadline, Objection, and Commands. The data in the table is as follows:

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Feedback Given	Feedback Deadline	Objection	Commands
RWP1-0047/10	Mark.Abele	01-10-2010	VALID	Kunsill Lokali Attard	None	None	<input checked="" type="checkbox"/>	13-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0004/11	Mark.Abele	08-02-2011	VALID	Kunsill Lokali Swieqi	None	None	<input checked="" type="checkbox"/>	14-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0005/11	Mark.Abele	08-02-2011	VALID	GO	Polidano Bros Joe Borg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0006/11	Mark.Abele	08-02-2011	VALID	GO	Polidano Bros Joe Borg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0008/11	Mark.Abele	09-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros Joe Borg	<input type="checkbox"/>	<input type="checkbox"/>	24-02-2011	<input type="checkbox"/>	Leave Feedback
RWP1-0007/11	Mark.Abele	08-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros Joe Borg	<input type="checkbox"/>	<input type="checkbox"/>	24-02-2011	<input type="checkbox"/>	Leave Feedback

The sidebar on the left shows the same navigation menu as the previous screenshot, with the 'Permits Pending Feedback' option highlighted.

The screen will also show any permits where you have placed an Objection so that you may return to the permit and remove your objection if you so wish. To leave feedback for a permit, click on the Leave Feedback button. This will open the following form:

The screenshot shows a detailed view of a road permit application. At the top right is the "Road Permit System" logo and a "Sign Out" link. The main area contains fields for Permit Reference (RWP1-0008/11), Creator (Mark.Aabela), and Permit Date (09 February 2011). It includes sections for Contractor Details (Project Owner: Kunsill Lokali Attard, Contractor: Polidano Bros), Insurance Details (Agency: [redacted], Policy No: 345), and Work Details (Locality: ATTARD, Street: A. CARUANA GATTO, Length: 20.00, Width: 2.50, Depth: 2.50). Below this are Permit Details (MEPA Permit: 12378421256, Requested Start Date: 25 February 2011, Request Duration: 15 days, End Date: 18 March 2011), Works Definitions (WATER MAIN), and Approving Entity Report (Deadline: 24 February 2011). A large text area for Conditions is present, along with Reviewer and Entity Reference fields. At the bottom are "Save" and "Back" buttons.

If you require an extension to the deadline you may tick the **Extension** box and click the **Save** button. This will grant you an extension of 5 days to the deadline to provide feedback. Note that this extension may only be applied for once for a permit. Therefore if another entity has already asked for this extension you may not request a further extension.

If you need to attach a diagram tick the **Attach Diagram** check box and click the **Browse** button to select a file on your computer to attach to your feedback.

To place an objection you must tick the **Objection** check box and click the **Save** button. This will extend the deadline by 45 days. Alternatively if you find no objection to the permit simply leave the check box un-ticked and provide your conditions in the **Conditions** text box and click **Save**.

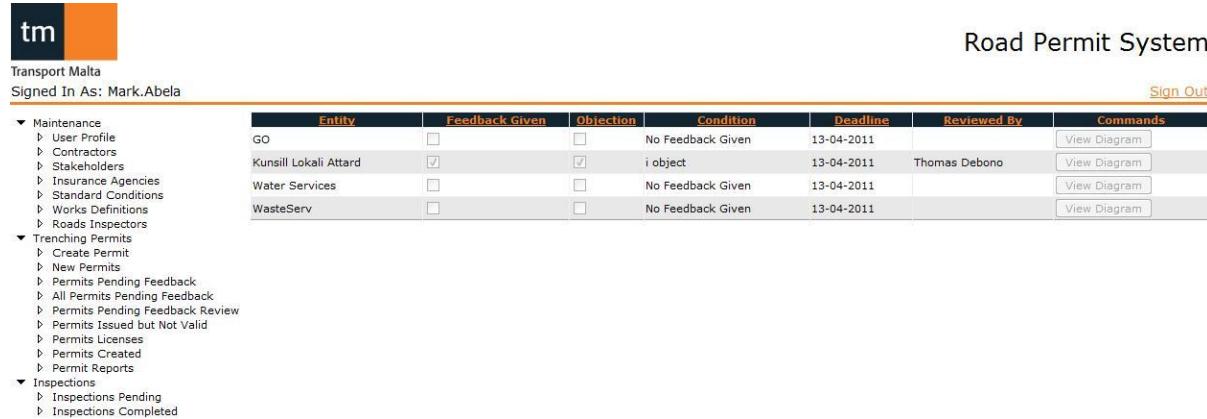
3.4 All Permits Pending Feedback

This menu is only accessible to the NID Users since it shows all the permits that are pending feedback from entities:

The screenshot shows a table of permits pending feedback. The columns include Permit Ref, Creator, Permit Date, Status, Project Owner, Contractor, Applicant, Requested Start, Requested Duration, Deadline, and Commands. The table lists several permits, each with a "View Feedback" and "Response Review" button. The menu on the left includes options for Maintenance, Trenching Permits, and Inspections, with "All Permits Pending Feedback" highlighted.

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Deadline	Commands
RWP1-0036/10	Mark.Aabela	31-05-2010	VALID	Kunsill Lokali Attard	Polidano Bros	Joe Borg	20-05-2010	3	28-02-2011	View Feedback Response Review
RWP1-0047/10	Mark.Aabela	01-10-2010	VALID	Kunsill Lokali Attard	None	None	08-10-2010	4	13-04-2011	View Feedback Response Review
RWP1-0048/10	Mark.Aabela	01-10-2010	VALID	Kunsill Lokali Attard	Ac Joint Venture Charles Attard	Charles Attard	08-10-2010	5	27-02-2011	View Feedback Response Review
RWP1-0004/11	Mark.Aabela	08-02-2011	VALID	Kunsill Lokali Swieqi	None	None	19-02-2011	23	14-04-2011	View Feedback Response Review
RWP1-0005/11	Mark.Aabela	08-02-2011	VALID	GO	Polidano Bros	Joe Borg	10-02-2011	5	14-04-2011	View Feedback Response Review
RWP1-0006/11	Mark.Aabela	08-02-2011	VALID	GO	Polidano Bros	Joe Borg	09-02-2011	23	14-04-2011	View Feedback Response Review
RWP1-0007/11	Mark.Aabela	08-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros	Joe Borg	10-02-2011	2	24-02-2011	View Feedback Response Review
RWP1-0008/11	Mark.Aabela	09-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros	Joe Borg	25-02-2011	15	24-02-2011	View Feedback Response Review

Any permit may be reviewed and then issued if necessary by the NID User by clicking on the **Response Review** button. The feedback of each permit may be viewed by clicking on the **View Feedback** button:



The screenshot shows a user interface for the Road Permit System. At the top right is the logo 'tm' for Transport Malta and the title 'Road Permit System'. Below this is a 'Sign Out' link. On the left, a sidebar menu lists various categories: Maintenance (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors), Trenching Permits (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits Pending Feedback Review, Permits Issued but Not Valid, Permits Licenses, Permits Created, Permit Reports), and Inspections (Inspections Pending, Inspections Completed). The main content area displays a table with columns: Entity, Feedback Given, Objection, Condition, Deadline, Reviewed By, and Commands. The table contains four rows: GO (Feedback Given checked, Objection checked, Condition 'No Feedback Given', Deadline 13-04-2011, Reviewed By Thomas Debono, Command 'View Diagram'), Kunsill Lokali Attard (Feedback Given checked, Objection checked, Condition 'Object', Deadline 13-04-2011, Reviewed By Thomas Debono, Command 'View Diagram'), Water Services (Feedback Given checked, Objection checked, Condition 'No Feedback Given', Deadline 13-04-2011, Reviewed By, Command 'View Diagram'), and WasteServ (Feedback Given checked, Objection checked, Condition 'No Feedback Given', Deadline 13-04-2011, Reviewed By, Command 'View Diagram').

The feedback of each entity that must provide feedback is shown on the above form. Any diagrams which have been attached may be viewed by clicking on the **View Diagram** button.

3.5 Permits Pending Feedback Review

This screen is only accessible to NID Users since it shows those permits for which the feedback deadline has passed or for which feedback has been provided by all the entities:



The screenshot shows a user interface for the Road Permit System. At the top right is the logo 'tm' for Transport Malta and the title 'Road Permit System'. Below this is a 'Sign Out' link. On the left, a sidebar menu lists various categories: Maintenance (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors), Trenching Permits (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits Pending Feedback Review, Permits Issued but Not Valid, Permits Licenses, Permits Created, Permit Reports), and Inspections (Inspections Pending, Inspections Completed). The main content area displays a table with columns: Permit Ref, Creator, Permit Date, Status, Project Owner, Contractor, Applicant, Requested Start, Requested Duration, Deadline, and Commands. The table contains six rows of permit data, each with a 'Response Review' button in the Commands column. The permits listed are RWP1-0024/10, RWP1-0025/10, RWP1-0026/10, RWP1-0027/10, RWP1-0028/10, and RWP1-0029/10, all created by Mark.Aabela on 25-05-2010.

To review the permit and the feedback, click on the **Response Review** button. This will bring up the Response Review form which allows you to review the permit application along with the feedback that has been provided by the approving entities.

You may then set the Actual Start Date and Duration of the permit and add any particular conditions that will be added to the permit. To issue the permit select ACCEPT from the Action drop down list. Selecting DO NOT ACCEPT will invalidate the permit permanently. Finally click the Save button.

Road Permit System – User Manual

Road Permit System

Signed In As: Mark.Abelo [Sign Out](#)

Maintenance
 ▾ User Profile
 ▾ Contractors
 ▾ Stakeholders
 ▾ Insurance Agencies
 ▾ Standard Conditions
 ▾ Works Definitions
 ▾ Roads Inspectors

Trenching Permits
 ▾ Create Permit
 ▾ New Permits
 ▾ Permits Pending Feedback
 ▾ All Permits Pending Feedback
 ▾ Permits Pending Feedback Review
 ▾ Permits Issued but Not Valid
 ▾ Permits Licenses
 ▾ Permits Created
 ▾ Permit Reports

Inspections
 ▾ Inspections Pending
 ▾ Inspections Completed

Permit Reference: RWP1-0032/10	Creator: Mark.Abelo	Permit Date: 25 May 2010																																									
Contractor Details:																																											
Project Owner: Kunsill Lokali Attard	Agency: [REDACTED]	Insurance Details:																																									
Contractor: Polidano Bros	Policy No: 345	Details...																																									
Applicant: Joe Borg	Valid From: 11 May 2010	Valid To: 01 February 2013																																									
Work Details:																																											
Locality: ATTARD	Street: SAN GWANN	Length: 2.00	Width: 2.00	Depth: 2.00	Remarks:	House Details:																																					
View Site Plan																																											
MEPA Permit: [REDACTED] Technical Review:																																											
Requested Start Date: 14 May 2010	Request Duration: 2																																										
Actual Start Date: 20 May 2010	Actual Duration: 3	End Date: 25 May 2010																																									
<table border="1"> <thead> <tr> <th>Entity</th> <th>Feedback Given</th> <th>Objection</th> <th>Condition</th> <th>Deadline</th> <th>Reviewed By</th> <th>Commands</th> </tr> </thead> <tbody> <tr> <td>Kunsill Lokali Swieqi</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>No Feedback Given</td> <td>10-06-2010</td> <td>View Diagram</td> </tr> <tr> <td>GO</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>No Feedback Given</td> <td>10-06-2010</td> <td>View Diagram</td> </tr> <tr> <td>Kunsill Lokali Attard</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>No Objection</td> <td>10-06-2010</td> <td>Thomas Debono View Diagram</td> </tr> <tr> <td>Water Services</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>No Feedback Given</td> <td>10-06-2010</td> <td>View Diagram</td> </tr> <tr> <td>WasteServ</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>No Feedback Given</td> <td>10-06-2010</td> <td>View Diagram</td> </tr> </tbody> </table>							Entity	Feedback Given	Objection	Condition	Deadline	Reviewed By	Commands	Kunsill Lokali Swieqi	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram	GO	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram	Kunsill Lokali Attard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Objection	10-06-2010	Thomas Debono View Diagram	Water Services	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram	WasteServ	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram
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WasteServ	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram																																						
Roads Action: Particular Conditions:																																											
Action: <input type="button" value="ACCEPT"/>																																											
Inspector: John Demicoli																																											
Save																																											

[Back](#)

The above screenshot shows a permit being issued. You also have the option of issuing the permit with a contractor that is **Not Valid For Works**:

Road Permit System

Signed In As: Mark.Abelo [Sign Out](#)

Maintenance
 ▾ User Profile
 ▾ Contractors
 ▾ Stakeholders
 ▾ Insurance Agencies
 ▾ Standard Conditions
 ▾ Works Definitions
 ▾ Roads Inspectors

Trenching Permits
 ▾ Create Permit
 ▾ New Permits
 ▾ Permits Pending Feedback
 ▾ All Permits Pending Feedback
 ▾ Permits Pending Feedback Review
 ▾ Permits Issued but Not Valid
 ▾ Permits Licenses
 ▾ Permits Created
 ▾ Permit Reports

Inspections
 ▾ Inspections Pending
 ▾ Inspections Completed

Permit Reference: RWP1-0032/10	Creator: Mark.Abelo	Permit Date: 25 May 2010																																									
Contractor Details:																																											
Project Owner: Kunsill Lokali Attard	Agency: [REDACTED]	Insurance Details:																																									
Contractor: None	Policy No: 1234	Details...																																									
Applicant: None	Valid From: 01 February 2000	Valid To: 29 February 2010																																									
Work Details:																																											
Locality: ATTARD	Street: SAN GWANN	Length: 2.00	Width: 2.00	Depth: 2.00	Remarks:	House Details:																																					
View Site Plan																																											
MEPA Permit: [REDACTED] Technical Review:																																											
Requested Start Date: 14 May 2010	Request Duration: 2																																										
Actual Start Date: 20 May 2010	Actual Duration: 3	End Date: 25 May 2010																																									
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Entity	Feedback Given	Objection	Condition	Deadline	Reviewed By	Commands																																					
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GO	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram																																						
Kunsill Lokali Attard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Objection	10-06-2010	Thomas Debono View Diagram																																						
Water Services	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010	View Diagram																																						
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Roads Action: Particular Conditions:																																											
Action: <input type="button" value="ACCEPT"/>																																											
Inspector: John Demicoli																																											
Save																																											

[Back](#)

Once this permit above is issued it may be printed but on the print out it will state clearly that the permit is not valid for works. You will need to change the contractor to a valid for works contractor for the permit to be considered valid for works.

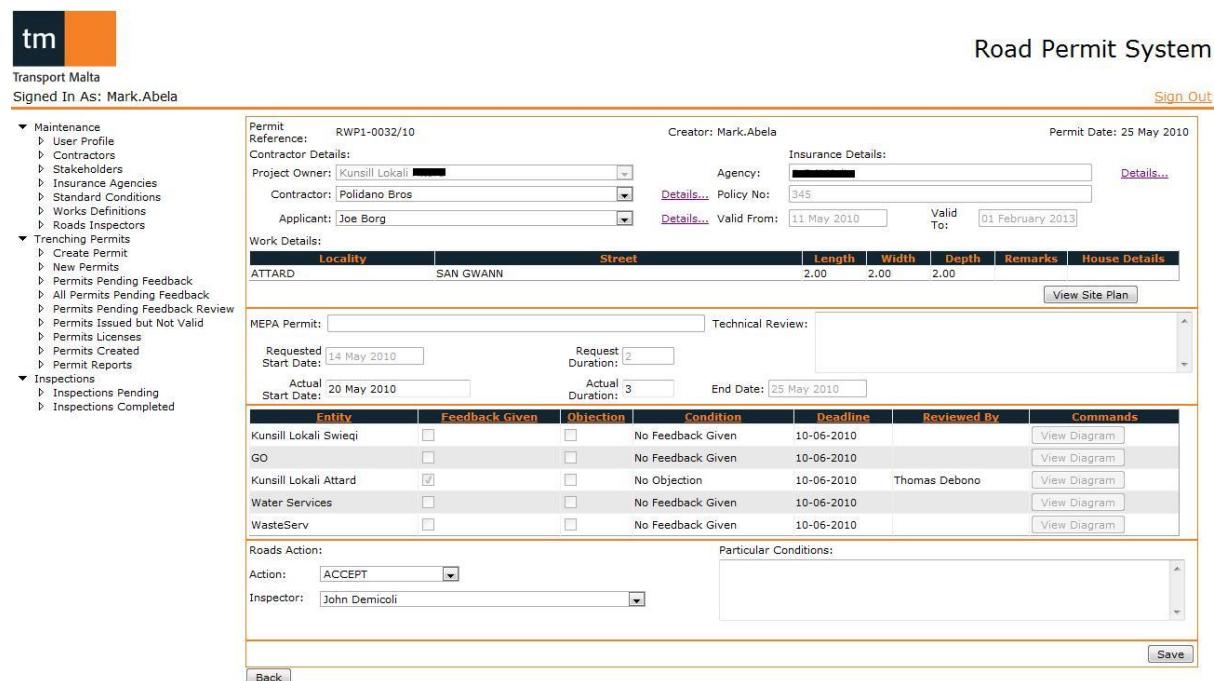
3.6 Permits Issued But Not Valid

This menu is only accessible to the administrator since it shows the list of permits that have been issued with a contractor that is not valid for works:



The screenshot shows the 'Road Permit System' interface. In the top right corner, there is a 'Sign Out' button. On the left, a sidebar menu lists various categories such as Maintenance, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors, Trenching Permits, Inspections, and more. Under 'Trenching Permits', the 'Permits issued but Not Valid' option is highlighted. The main content area displays a table with columns: Permit Ref, Creator, Permit Date, Status, Project Owner, Contractor, Applicant, Requested Start, Requested Duration, and Commands. One row is visible, showing RWP1-0032/10, Mark.Aabela, 25-05-2010, ISSUED - NOT VALID FOR WORKS, Kunsill Lokali Attard, None, 14-05-2010, 2, and a 'Review Contractor' button.

To make the permit valid for works you must click the Review Contractor button. This will show the Response Review form enabling you to change the contractor to one that is valid for works:

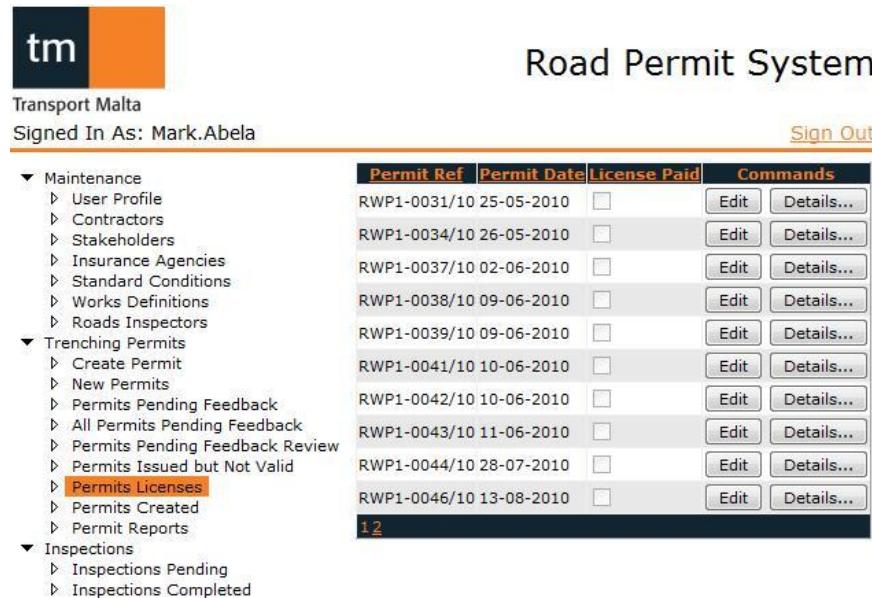


The screenshot shows the 'Road Permit System' Response Review form. At the top, it displays the permit details: Reference: RWP1-0032/10, Creator: Mark.Aabela, Permit Date: 25 May 2010. It also shows the contractor details: Project Owner: Kunsill Lokali Attard, Contractor: Polidano Bros, Applicant: Joe Borg, Agency: [redacted], Policy No: 345, Valid From: 11 May 2010, Valid To: 01 February 2013. Below this, the 'Work Details' section shows the locality (ATTARD) and street (SAN GWANN), with dimensions 2.00, 2.00, 2.00. A 'View Site Plan' button is available. The 'MEPA Permit' section includes fields for Requested Start Date (14 May 2010), Request Duration (2), Actual Start Date (20 May 2010), Actual Duration (3), and End Date (25 May 2010). The 'Entity' table lists various entities with checkboxes for Feedback Given, Objection, Condition, and Deadline. Entities include Kunsill Lokali Swieqi, GO, Kunsill Lokali Attard, Water Services, and WasteServ. The 'Roads Action' section shows Action: ACCEPT and Inspector: John Demicoli. The 'Particular Conditions' section is empty. At the bottom right, there is a 'Save' button.

Note that once you click the Save button with a contractor that is valid for works, the permit printout will not state that the permit is not valid for works and works may commence. The permit will also be moved to the Inspections stage.

3.7 Permits Licenses

This menu is only accessible to those users that are Council Users since it shows the list of issued permits which do not have the license paid:



The screenshot shows the 'Road Permit System' interface. At the top right is a 'Sign Out' button. On the left, a sidebar menu includes 'Maintenance' (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors), 'Trenching Permits' (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits Pending Feedback Review, Permits Issued but Not Valid, **Permits Licenses**, Permits Created, Permit Reports), 'Inspections' (Inspections Pending, Inspections Completed), and a 'Sign In As' dropdown set to 'Mark.Aabela'. The main content area displays a table titled 'Permit Ref' with columns: Permit Ref, Permit Date, License Paid, and Commands (Edit, Details...). The table lists ten permits from RWP1-0031 to RWP1-0046, all of which have the 'License Paid' checkbox unchecked. A page number '12' is at the bottom.

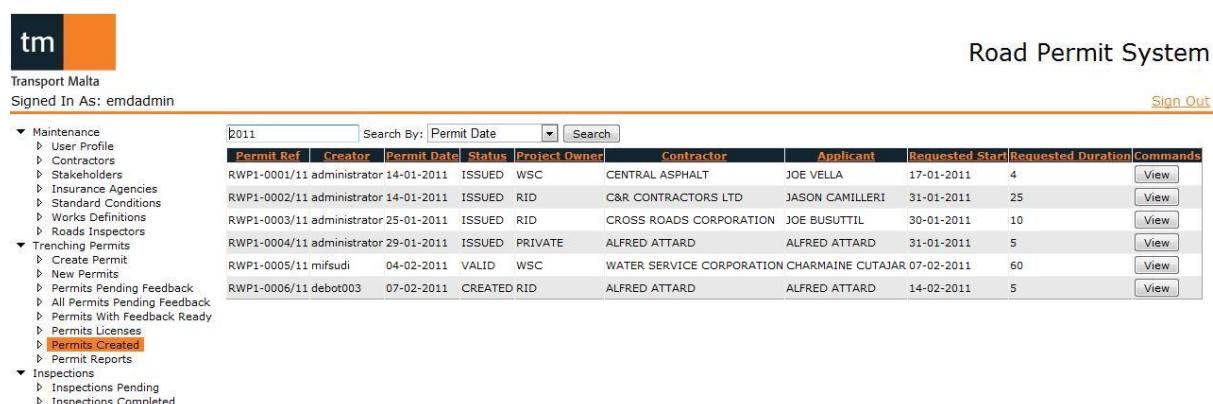
Permit Ref	Permit Date	License Paid	Commands
RWP1-0031/10 25-05-2010		<input type="checkbox"/>	Edit Details...
RWP1-0034/10 26-05-2010		<input type="checkbox"/>	Edit Details...
RWP1-0037/10 02-06-2010		<input type="checkbox"/>	Edit Details...
RWP1-0038/10 09-06-2010		<input type="checkbox"/>	Edit Details...
RWP1-0039/10 09-06-2010		<input type="checkbox"/>	Edit Details...
RWP1-0041/10 10-06-2010		<input type="checkbox"/>	Edit Details...
RWP1-0042/10 10-06-2010		<input type="checkbox"/>	Edit Details...
RWP1-0043/10 11-06-2010		<input type="checkbox"/>	Edit Details...
RWP1-0044/10 28-07-2010		<input type="checkbox"/>	Edit Details...
RWP1-0046/10 13-08-2010		<input type="checkbox"/>	Edit Details...

If you are a **Council User** and you are an Application User of a local council you will be able to see the permits that are related to the local council that you are an Application User of.

Once you receive the license fee, from this screen click the **Edit** button near the permit required and tick the **License Paid** check box and click the **Update** button. Once you have ticked this box and update the permit will not show up any longer in this list. Clicking the **Details...** button will show the details of the permit.

3.8 Permits Created

This screen is accessible to any user in the system and it shows a list of all the permits that have been created in the system:



The screenshot shows the 'Road Permit System' interface. At the top right is a 'Sign Out' button. On the left, a sidebar menu includes 'Maintenance' (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors), 'Trenching Permits' (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits With Feedback Ready, Permits Licenses, **Permits Created**, Permit Reports), 'Inspections' (Inspections Pending, Inspections Completed), and a 'Sign In As' dropdown set to 'emdadmin'. The main content area displays a table titled 'Permit Ref' with columns: Permit Ref, Creator, Permit Date, Status, Project Owner, Contractor, Applicant, Requested Start, Requested Duration, and Commands (View). The table lists five permits from RWP1-0001 to RWP1-0006, all of which have the 'Status' listed as 'ISSUED' or 'VALID'.

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Commands
RWP1-0001/11 administrator	administrator	14-01-2011	ISSUED	WSC	CENTRAL ASPHALT	JOE VELLA	17-01-2011	4	View
RWP1-0002/11 administrator	administrator	14-01-2011	ISSUED	RID	C&R CONTRACTORS LTD	JASON CAMILLERI	31-01-2011	25	View
RWP1-0003/11 administrator	administrator	25-01-2011	ISSUED	RID	CROSS ROADS CORPORATION	JOE BUSUTTIL	30-01-2011	10	View
RWP1-0004/11 administrator	administrator	29-01-2011	ISSUED	PRIVATE	ALFRED ATTARD	ALFRED ATTARD	31-01-2011	5	View
RWP1-0005/11 mifsudi	mifsudi	04-02-2011	VALID	WSC	WATER SERVICE CORPORATION	CHARMAINE CUTAJAR	07-02-2011	60	View
RWP1-0006/11 debot003	debot003	07-02-2011	CREATED	RID	ALFRED ATTARD	ALFRED ATTARD	14-02-2011	5	View

The list is searchable using any of the following fields:

- Permit Reference
- Creator
- Permit Date
- Status
- Project Owner
- Contractor
- Applicant
- Requested Start Date
- Requested Duration

To view all the details of a permit, click on the **View** button:

The screenshot shows a web-based application for managing road permits. On the left, there's a sidebar with a navigation menu under 'Maintenance' and 'Trenching Permits'. The main area displays a detailed permit record. Key fields include:

- Permit Ref:** RWP1-0003/11
- Creator:** administrator
- Status:** ISSUED
- Permit Date:** Tuesday, January 25, 2011
- Contractor Details:**
 - Project Owner: RID
 - Contractor: CROSS ROADS CORPORATION
 - Applicant: JOE BUSUTTIL
- Work Details:**

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	A. CARUANA GATTO	100.00	5.00	1.00		
- Permit Details:**
 - MEPA Permit: [empty]
 - Actual Start Date: Sunday, January 30, 2011
 - Actual Duration: 5
 - End Date: Sunday, February 06, 2011
- Works Definitions:** WATER MAIN
- Roads Conditions:**
 - Legal Notice 29/2010 PART VI ROAD WORKS
 - Legal Notice 29/2010 PART VII OTHER PROVISIONS
 - Legal Notice 29/2010 TRAFFIC MANAGEMENT A - WORKS ON ALL ROADS NOT AFF
 - Legal Notice 29/2010 TRAFFIC MANAGEMENT B - WORKS ON CARRIAGeway ON A
- Particular Conditions:** [Empty text area]

Buttons at the bottom right include **Back**, **Permit Inspections**, and **Print Permit**.

The above form shows a static representation of the permit. Therefore no details may be changed from this screen. However if the permit has been issued, as is the case in the above screenshot, the permit may be printed using the **Print Permit** button or the Inspections of the permit may be viewed by clicking the **Permit Inspections** button.

Note that if the site plan attached to the permit is a PDF file it will not be printed with the report. Instead a warning will be displayed stating that you will need to print the site plan separately. To print the site plan separately, click on the **View Site Plan** button and the site plan will be shown in a new window. From this window you may print the site plan and attach it to the permit print out if required.

All the feedback of the permit may be viewed on the screen above along with the Works Definitions, Road conditions and Particular Conditions.

3.9 Permit Reports

This menu shows a list of reports that are only accessible to NID Users:

The screenshot shows the 'Road Permit System' interface. On the left is a navigation sidebar with the Transport Malta logo. The main area has a title 'Road Permit System' and a 'Sign Out' link. A dropdown menu titled 'General Permits Report' is open, showing the following fields with their current values:

<input checked="" type="checkbox"/> Permit Status:	ISSUED
<input type="checkbox"/> Permit Type:	Trenching
<input checked="" type="checkbox"/> Locality:	ATTARD
<input checked="" type="checkbox"/> Street:	ALFRED CAMILLERI
<input type="checkbox"/> Project Owner:	Kunsill Lokali Attard
<input type="checkbox"/> Contractor:	Polidano Bros

Below the dropdown is a 'Generate' button. The sidebar on the left lists various menu items under categories like Maintenance, Trenching Permits, and Inspections. The 'Permit Reports' item is highlighted with a red box.

Various Reports may be viewed by selecting the required report from the drop down list, filling in the required parameters and clicking on the **Generate** button.

All reports (including the Permit Printout) will open in a new window in your browser and will have the following toolbar at the top of the report:

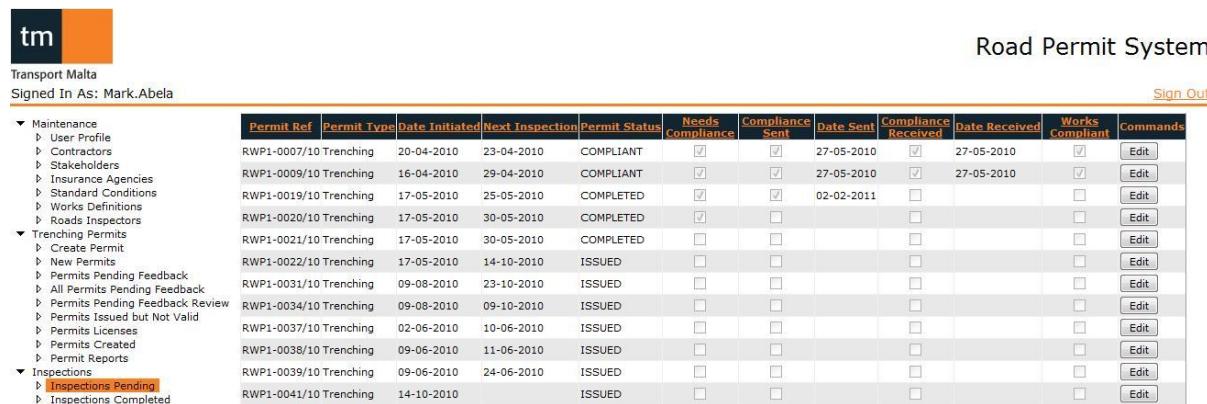


The first button is the **Export** button and is used to export your report to various formats. Simply click the button, select the format to export to and the number of pages and click **OK**. The second button is the **Print** button used to print your report.

4 Inspections Section

4.1 Inspections Pending

This menu is only accessible to users with the Inspections User role. It shows all the permits that are in the inspections stage:

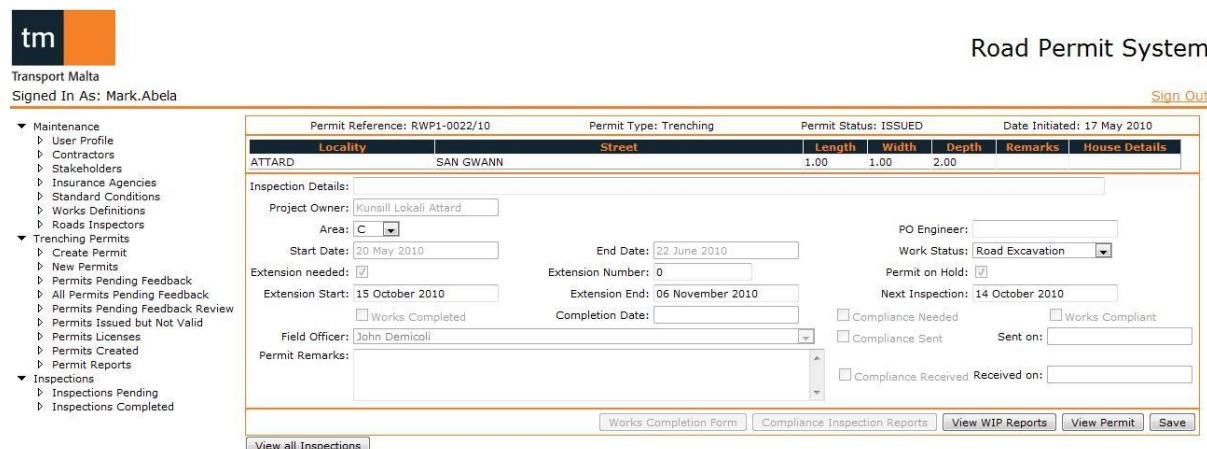


The screenshot shows a table of permits with the following columns: Permit_Ref, Permit_Type, Date_Initiated, Next_Inspection, Permit_Status, Needs_Compliance, Compliance_Sent, Date_Sent, Compliance_Received, Date_Received, Works_Compliant, and Commands. The table contains several rows of permit information, with one row highlighted in orange.

Permit_Ref	Permit_Type	Date_Initiated	Next_Inspection	Permit_Status	Needs_Compliance	Compliance_Sent	Date_Sent	Compliance_Received	Date_Received	Works_Compliant	Commands
RWP1-0007/10 Trenching	20-04-2010	23-04-2010	COMPLIANT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
RWP1-0009/10 Trenching	16-04-2010	29-04-2010	COMPLIANT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
RWP1-0019/10 Trenching	17-05-2010	25-05-2010	COMPLETED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02-02-2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
RWP1-0020/10 Trenching	17-05-2010	30-05-2010	COMPLETED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
RWP1-0021/10 Trenching	17-05-2010	30-05-2010	COMPLETED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
RWP1-0022/10 Trenching	17-05-2010	14-10-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
All Permits Pending Feedback	RWP1-0031/10 Trenching	09-08-2010	23-10-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Permits Pending Feedback Review	RWP1-0034/10 Trenching	09-08-2010	09-10-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Permits Issued but Not Valid	RWP1-0037/10 Trenching	02-06-2010	10-06-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Permits Licenses	RWP1-0038/10 Trenching	09-06-2010	11-06-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Permits Created	RWP1-0039/10 Trenching	09-06-2010	24-06-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Permit Reports	RWP1-0041/10 Trenching	14-10-2010		ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Inspections Pending											
Inspections Completed											

When a permit has been issued and is valid for works it will show up in the list above. To edit the inspections of a permit, click on the **Edit** button.

4.1.1 Edit Inspection



The screenshot shows a detailed edit form for a permit. The form includes fields for Permit Reference, Permit Type, Permit Status, Date Initiated, Locality, Street, Length, Width, Depth, Remarks, and House Details. It also includes sections for Inspection Details, Project Owner, Areas, Start Date, End Date, Extension needed, Extension Start, Extension End, Work Status, PO Engineer, Permit on Hold, Next Inspection, Field Officer, and Permit Remarks. At the bottom are buttons for Works Completion Form, Compliance Inspection Reports, View WIP Reports, View Permit, and Save.

This screen above is used by the administrator to edit information about the inspections. The administrator must set a **Next Inspection** date and click the **Save** button. This will inform the **Field Officer** selected in the drop down list of the next inspection date.

If it is required an extension may be granted by ticking the **Extension needed** checkbox. You will need to provide the extension start and end dates. Click **Save** to save the extension and the system will automatically send notifications by email to inform the project owner about the extension.

4.1.2 Works in Progress Reports

If you need to fill in a Works in Progress report then click on the **View WIP Reports** button. This will show all the Works in Progress reports that are associated with the permit:

Permit Reference: RWPI-0009/10							Date Initiated: 16 April 2010	
WIP No.	Date	Defects Found	Contractor Informed	Warning Needed	Warning Sent	Action Taken	Action	Commands
1	20-04-2010	<input type="checkbox"/>		View				
2	20-04-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		View
3	26-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		View
4	26-05-2010	<input checked="" type="checkbox"/>	action was taken accordingly	View				
5	26-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defects fixed	View
6	26-05-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		View
7	26-05-2010	<input type="checkbox"/>		View				

[Back](#) [Fill in new WIP report](#) [Sign Out](#)

To view a previously entered WIP report click on the **View** button. To fill in a new WIP report click on the **Fill in New WIP Report** button. This will open up the WIP report screen:

Permit Reference: RWPI-0022/10		Permit Type: Trenching		Date Initiated: 17 May 2010	
Locality	Street	Length	Width	Depth	Remarks
ATTARD	SAN GWANN	1.00	1.00	2.00	
Project Owner: Kunsill Lokali Attard		Contractor: Ac Joint Venture			
Work Status:					
<input type="checkbox"/> Road Excavation		<input type="checkbox"/> Laying of Services		<input type="checkbox"/> Compaction	
<input type="checkbox"/> Reinstatement					
Acceptable:					
Traffic Signs: N/A		Site Signs: N/A		Cleanliness: N/A	
Pedestrian Security: N/A		Flashes: N/A		Excavation: N/A	
Barriers: N/A		Hoardings: N/A		Removal of Kerb: N/A	
Approach Signs: N/A		Traffic Control: N/A		Obstruction: N/A	
Compaction: N/A					
<input type="checkbox"/> Defects Found		Comments:			
Field Officer: John Demicoli					
Photos:					
Browse... Browse... Browse... Browse...					

[Back](#) [Insert Report](#) [Sign Out](#)

If any defects were found tick the Defects checkbox. You can then tick the required boxes if the contractor has been informed of defects or action has been taken. If you require a written warning to be sent tick the **Written Warning** checkbox. This will send a notification email to the administrator informing him that a written warning needs to be sent.

Five photos may be attached to the report if necessary. Click **Insert Report** to save the report.

Road Permit System – User Manual

Road Permit System

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Trenching Permits

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- ↳ Permits Created
- ↳ Permit Reports

Inspections

- ↳ Inspections Pending
- ↳ Inspections Completed

Permit Reference: RWP1-0022/10 Permit Type: Trenching Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Kunsill Lokali Attard Contractor: Ac Joint Venture

Work Status:

Road Excavation Laying of Services Compaction ReInstatement

Acceptable:

Traffic Signs: Acceptable	Site Signs: Not Acceptable	Cleanliness: N/A	Excavation: N/A
Pedestrian Security: Acceptable	Flashers: Not Acceptable	RotarySaw: N/A	Removal of Kerb: Not Acceptable
Barriers: Acceptable	Hoarding: Acceptable	Obstruction: N/A	Reinstatement: N/A
Approach Signs: Not Acceptable	Traffic Control: N/A	Compaction: N/A	

Defects Found Contractor Informed Written Warning Warning Sent Comments: Not acceptable

Action Taken

Field Officer: Gordon Zammit

Photos:

C:\Users\Mark.Abeila\Desktop\Works.tif

[Browse...](#) [Browse...](#) [Browse...](#) [Browse...](#) [Browse...](#)

[Back](#) [Insert Report](#)

Note that if you insert a WIP report with the **Defects Found** check box ticked then the permit's status will be set to TEMPORARY RE-INSTATEMENT and you will not be able to file a Works Completion report until a new WIP report is entered with no defects found.

If you are an administrator and you need to send the warning email then find the WIP report requiring the email and open it. The screen will show a textbox for you to type the required email. Click **Send** to send the email to the contractor:

Road Permit System

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Trenching Permits

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- ↳ New Permits
- ↳ Permits Pending Feedback
- ↳ All Permits Pending Feedback
- ↳ Permits Pending Feedback Review
- ↳ Permits Issued but Not Valid
- ↳ Permits Licenses
- ↳ Permits Created
- ↳ Permit Reports

Inspections

- ↳ Inspections Pending
- ↳ Inspections Completed

Permit Reference: RWP1-0022/10 Permit Type: Trenching Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Kunsill Lokali Attard Contractor: Ac Joint Venture

Work Status:

Road Excavation Laying of Services Compaction ReInstatement

Acceptable:

Traffic Signs: Acceptable	Site Signs: Not Acceptable	Cleanliness: N/A	Excavation: N/A
Pedestrian Security: Acceptable	Flashers: Not Acceptable	RotarySaw: N/A	Removal of Kerb: Not Acceptable
Barriers: Acceptable	Hoarding: Acceptable	Obstruction: N/A	Reinstatement: N/A
Approach Signs: Not Acceptable	Traffic Control: N/A	Compaction: N/A	

Defects Found Contractor Informed Written Warning Warning Sent Comments: Not acceptable

Action Taken

Field Officer: Gordon Zammit

Warning Email:

Please note that there are defects in the works done for permit RWP1-0022/10

[Send](#)

Photos:

[Photo 1](#) [Photo 2](#) [Photo 3](#) [Photo 4](#) [Photo 5](#)

[Back](#) [Print Report](#)

The WIP form above is editable since it has already been filled in but you will be able to print the report by clicking on the **Print Report** button.

4.1.3 Works Completion Reports

When the works have been completed a Works Completion Report must be filled in. This can be accessed by clicking the **Works Completion Form** button in the Edit Inspection screen. The following form will be displayed:

Fill in the required details and attach any photos if necessary. Click the **Insert Report** button to file the works completion report. The permit's status will now be COMPLETED.

Once a works completion report is filled in you can view this report but the form will not be editable. However you will be able to print the report by clicking on the **Print Report** button.

4.1.4 Compliance Reports

If a permit has been sent to the compliance stage you may tick the **Compliance Sent** check box to indicate that you have sent for the compliance certificate.

Road Permit System – User Manual



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Road Permit System

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▼ Inspections
 Inspections Pending
 Inspections Completed

Permit Reference: RWP1-0022/10		Permit Type: Trenching		Permit Status: COMPLETED		Date Initiated: 17 May 2010	
Locality	Street	Length	Width	Depth	Remarks	House Details	
ATTARD	SAN GWANN	1.00	1.00	2.00			
Inspection Details:							
Project Owner: Kunsill Lokali Attard		Area: C		PO Engineer: <input type="text"/>		Work Status: Road Excavation <input type="button"/>	
Start Date: 20 May 2010		End Date: 22 June 2010		Extension Number: 0		Permit on Hold: <input type="checkbox"/>	
Extension needed: <input checked="" type="checkbox"/>		Extension Start: 15 October 2010		Extension End: 19 February 2011		Next Inspection: 14 October 2010	
				Completion Date: 11 February 2011		<input type="checkbox"/> Compliance Needed <input checked="" type="checkbox"/> Works Compliant	
						<input checked="" type="checkbox"/> Compliance Sent Sent on: 11 February 2011	
						<input type="checkbox"/> Compliance Received Received on: 11 February 2011	
<input type="button"/> Works Completion Form <input type="button"/> Compliance Inspection Reports <input type="button"/> View WIP Reports <input type="button"/> View Permit <input type="button"/> Save							
View all Inspections							

Once the compliance certificate has been received and is verified as compliant you may tick the **Compliance Received** check box and the **Works Compliant** check box:



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Road Permit System

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▼ Inspections
 Inspections Pending
 Inspections Completed

Permit Reference: RWP1-0022/10		Permit Type: Trenching		Permit Status: COMPLETED		Date Initiated: 17 May 2010	
Locality	Street	Length	Width	Depth	Remarks	House Details	
ATTARD	SAN GWANN	1.00	1.00	2.00			
Inspection Details:							
Project Owner: Kunsill Lokali Attard		Area: C		PO Engineer: <input type="text"/>		Work Status: Road Excavation <input type="button"/>	
Start Date: 20 May 2010		End Date: 22 June 2010		Extension Number: 0		Permit on Hold: <input type="checkbox"/>	
Extension needed: <input checked="" type="checkbox"/>		Extension Start: 15 October 2010		Extension End: 19 February 2011		Next Inspection: 14 October 2010	
				Completion Date: 11 February 2011		<input type="checkbox"/> Compliance Needed <input checked="" type="checkbox"/> Works Compliant	
						<input checked="" type="checkbox"/> Compliance Sent Sent on: 11 February 2011	
						<input type="checkbox"/> Compliance Received Received on: 11 February 2011	
<input type="button"/> Works Completion Form <input type="button"/> Compliance Inspection Reports <input type="button"/> View WIP Reports <input type="button"/> View Permit <input type="button"/> Save							
View all Inspections							

Once this is done and you click the **Save** button, the compliance inspections will be scheduled. One will be scheduled immediately and the next four will be scheduled over the next two years.



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Road Permit System

[Sign Out](#)

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▼ Inspections
 Inspections Pending
 Inspections Completed

Permit Reference: RWP1-0022/10		Permit Type: Trenching		Permit Status: COMPLIANT		Date Initiated: 17 May 2010	
Locality	Street	Length	Width	Depth	Remarks	House Details	
ATTARD	SAN GWANN	1.00	1.00	2.00			
Inspection Details:							
Project Owner: Kunsill Lokali Attard		Area: C		PO Engineer: <input type="text"/>		Work Status: Road Excavation <input type="button"/>	
Start Date: 20 May 2010		End Date: 22 June 2010		Extension Number: 0		Permit on Hold: <input type="checkbox"/>	
Extension needed: <input checked="" type="checkbox"/>		Extension Start: 15 October 2010		Extension End: 19 February 2011		Next Inspection: 14 October 2010	
				Completion Date: 11 February 2011		<input type="checkbox"/> Compliance Needed <input checked="" type="checkbox"/> Works Compliant	
						<input checked="" type="checkbox"/> Compliance Sent Sent on: 11 February 2011	
						<input type="checkbox"/> Compliance Received Received on: 11 February 2011	
<input type="button"/> Works Completion Form <input type="button"/> Compliance Inspection Reports <input type="button"/> View WIP Reports <input type="button"/> View Permit <input type="button"/> Save							
View all Inspections							

Road Permit System – User Manual

Only users with the Compliance User role can fill in compliance reports, by clicking on the **Compliance Inspection Reports** button which is now enabled in the screenshot above. The 5 compliance reports for the permit will be displayed:

The screenshot shows a list of 5 compliance inspection reports for permit RWP1-0022/10. The reports are listed in descending order of date filled in, from 11-02-2011 to 08-02-2013. Each report row includes fields for Scheduled Date, Date Filled In, Filled In, Defects Found, PO Informed, Works Rectified, Works Accepted, and Commands (Edit button). A 'Back' button is at the bottom left, and a 'Sign Out' link is at the top right.

Scheduled Date	Date Filled In	Filled In	Defects Found	PO Informed	Works Rectified	Works Accepted	Commands
11-02-2011		<input type="checkbox"/>	Edit				
12-08-2011		<input type="checkbox"/>	Edit				
10-02-2012		<input type="checkbox"/>	Edit				
10-08-2012		<input type="checkbox"/>	Edit				
08-02-2013		<input type="checkbox"/>	Edit				

If the scheduled date of the compliance inspection has passed you may fill in the compliance report by clicking on the **Edit** button:

The screenshot shows a compliance inspection report for permit RWP1-0022/10. The report details include Permit Reference: RWP1-0022/10, Permit Type: Trenching, Date Initiated: 17 May 2010, Locality: ATTARD, Street: SAN GWANN, Length: 1.00, Width: 1.00, Depth: 2.00, Project Owner: Kunsill Lokali Attard, Contractor: Ac Joint Venture, and various checkboxes for Field Officer Completion Report and Project Owner Provisional Compliance Report. The 'Edit' button is visible at the bottom right.

Once a compliance report is filled in you can view this report by clicking on the **Edit** button. The form will not be editable but you will be able to print the report by clicking on the **Print Report** button.

The screenshot shows a compliance inspection report for permit RWP1-0022/10. The report details include Permit Reference: RWP1-0022/10, Permit Type: Trenching, Date Initiated: 17 May 2010, Locality: ATTARD, Street: SAN GWANN, Length: 1.00, Width: 1.00, Depth: 2.00, Project Owner: Kunsill Lokali Attard, Contractor: Ac Joint Venture, and various checkboxes for Field Officer Completion Report and Project Owner Provisional Compliance Report. The 'Edit' button is visible at the bottom right, and a 'Print Report' button is visible at the bottom right.

4.2 Inspections Completed

After a Works Completion Report has been filled in and the permit status is COMPLETED, the permit is shown in this list. This menu is only accessible to a user with the Compliance User role:

The screenshot shows the 'Road Permit System' dashboard for Transport Malta. The left sidebar contains navigation links for Maintenance, Trenching Permits, and Inspections, with 'Inspections Completed' being the selected item. The main area displays a table of completed permits with columns for Permit Ref, Completed Date, and Commands (Close Permit, Refer for compliance). Two rows are visible: RWP1-0021/10 04-06-2010 and RWP1-0022/10 11-02-2011.

Permit Ref	Completed Date	Commands
RWP1-0021/10 04-06-2010		<input type="button" value="Close Permit"/> <input type="button" value="Refer for compliance"/>
RWP1-0022/10 11-02-2011		<input type="button" value="Close Permit"/> <input type="button" value="Refer for compliance"/>

From this screen you may decide whether a permit needs to be moved to the compliance stage that was mentioned previously or whether it can be closed permanently. Once you have clicked on either button the permit is not shown in this screen anymore.